

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF TEXAS

Position Title: Pro Se Law Clerk #20-24 (Full-time)

Location: Dallas, Texas

Closing Date: Open Until Filled

Salary/Range: JSP 11-14 (\$68,994 - \$151,061) *

*Depending upon qualifications and experience.

Funding for this position is contingent upon future prisoner case filings

POSITION OVERVIEW:

The United States District Court for the Northern District of Texas is recruiting for the position of Pro Se Law Clerk. The responsibilities of this position include but are not limited to: reviewing motions to proceed in forma pauperis; screening prisoner petitions and motions, motions to vacate sentence, and civil rights complaints; and assisting judges with all aspects of prisoner case management. The position is also responsible for drafting appropriate recommendations and orders for judge approval.

QUALIFICATIONS:

To qualify, an applicant must be a law school graduate and a member of a state bar. Experience as a judicial law clerk is preferred. Legal research and writing experience is required.

BENEFITS:

Employees of the U.S. District Court are entitled to benefits, which include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, dental, life insurance, long term care, annual/sick leave, federal holidays, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

OTHER:

Employees of the U.S. District Court for the Northern District of Texas are excepted service appointments. Employees are considered at will and are not covered by federal civil service classifications or regulations. Immigration law requires public employers to hire individual who are lawful permanent residents (i.e., green card holder) seeking U.S. citizenship.

Due to the high volume of applicants received, the Court will only communicate with applicants who will be considered for interviews. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Candidates who are selected for employment in the judiciary must successfully pass a background check or investigation as a condition of employment. The background check will include, at a minimum, an FBI fingerprint check. Full field investigations will be conducted on positions that are classified as high-sensitive. Once employed, the candidate may be subject to periodic background investigation updates.

Submit a **detailed resume** and **law school transcript** to:

Human Resources - #20-24

United States District Clerk's Office

1100 Commerce Street, # 1452

Dallas, TX 75242

Email: humanresources@txnd.uscourts.gov

****** The Court is an Equal Opportunity Employer ******

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct. **This court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and interviewing process, please notify the local human resources representative.** The decision on granting reasonable accommodations will be made on a case by case basis.